HOW TO GET TO YOUR SKYWARD TEACHER'S LOG

1. To get to your teacher's log to add notes to a student record you need to go *first* to your Gradebook.
2. Click the link for the section you want to add a log entry.

3. Then hover over Display Options then click on the "Teacher's Log" link.

4. *The screen below will appear.* Then click on the student you want to add an entry for.
    a. You can click on the arrow next to the student's name to view the details for entries.
5. Then click on the "Add New Log Entry" button.

6. *The screen below will appear.*

7. This will automatically select the current quarter in which you are adding the entry but you can also select a previous quarter.

8. Input information you want to share. *There is a maximum allotment of 500 characters.*

9. You can ***uncheck both boxes for it to be a private note for you*** or you can check the family **and/or** student access if you wish either parties to also see the note.

10. To see previous notes all you need to do is hit the arrow symbol next to the student's name you wish to review.

ADDITIONALLY,

If you are in a student profile from your gradebook, you can just click on the "Teacher's Log" button.

To complete more than one student—you just need to use the drop down menu to get to the next student.

FINALLY,

THE LOG ENTRIES ARE SAVED IN THE STUDENT RECORD PERMANENTLY.

If you'd like to find a former student's log entries:

1. Go to your Historical gradebook

2. Select the gradebook for the class and year you had the student.

3. Once you are in that gradebook, click on the student's name.

4. This will open up the assignments and other information for that student.
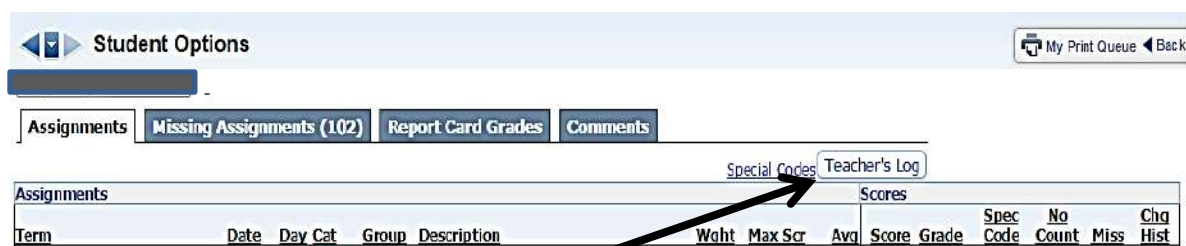
5. Click the "Teacher's Log" button and you will be able to see your notes from the past.

Notes on Printing:

DO NOT print the log entries by using the "View Printable Details" link
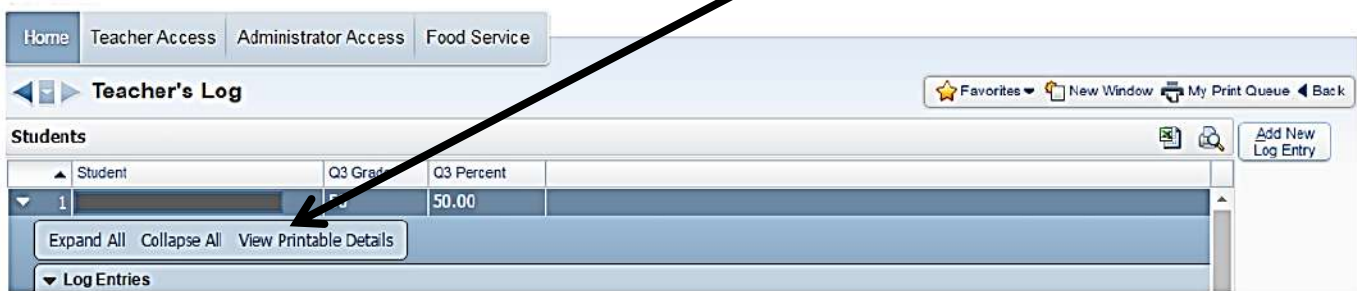
The whole entry will **NOT** print out. Also, if you try to export it into excel it does not convert all of the data (*the details are not available*).

**The <u>best</u> way to print the entry is to actually print it after you *write it up* and *save it*. **

Go back to the entry and click on the edit button. This will pull up the entry with the date time information added.

Using your mouse, right click on the log entry to print it. Try to stay in an area off to the side and not directly on the words.

To save paper you can print it as a PDF by changing the <u>destination to print</u> to "save as PDF". This will allow you to save the document electronically.